



# Liberty State Park



Special Events  
*Package*



# LIBERTY STATE PARK SPECIAL EVENTS

## *Package*

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*All Special Event Permit Applications must be submitted to Liberty State Park (LSP) allowing sufficient time for planning and permitting purposes. LSP is the only agency that may approve events in Liberty State Park. Please keep in mind that the larger and more complex the event is the more time will be needed for this process (exp. a concert involving attendees of 5,000 should begin at least six months prior to the proposed date). However, all information, fees, insurance and the signing of the permit by all parties must be completed at least 30 days in advance of the event date. Failure to have permit completed 30 days in advance of the proposed event date will result in your Special Event Application being denied.*

## **A. PERMIT PROCESS**

- a. The first step in the permit process is to fill out the Liberty State Park Special Event Application. In order to ensure adequate time for permit process the application should be submitted at least 90 days prior to the event. If the event is big, complex or a concert type event at least one-year notice is recommended. Applications are first accepted 16 months prior to event.
- b. Upon review of this application park personnel will require a special event Operations Plan to be completed. The Operations Plan needs to be completed 60 days prior to date of special event (larger events will require more time).
- c. As the applicant is filling out the Operations Plan the applicant may schedule on-site visit(s) with a special event coordinator in order to walk through the site and answer questions.
- d. Once the applicant has completed the Operations Plan it must be submitted to the LSP special events coordinator.
- e. LSP will then schedule a meeting to review and revise the Operations Plan.
- f. After revisions are submitted and final plans are set, LSP will generate a Special Use Permit (SUP).
- g. Once the final permit is signed the applicant is authorized to have the event at LSP. Advertising for event must not occur prior to permit being signed. If early advertising is needed you will need to begin the permit process further in advance.
- h. No changes to permit will be allowed unless submitted in writing and approved by LSP. Submittals for change must be received at a minimum of 14 days prior to event.
- i. Failure to comply with any of the above requirements may result in the application being denied.

**B. FEES**

*All fees must be paid by credit card or check made payable to the Treasurer State of New Jersey. Fees are subject to change without prior notice.*

**Special Use Permit Application fee** \$55.00 per permit  
(Required at time of submission)

**State Park Personnel Labor** \$55.00/hour per employee

*(Most events will require at least one staff person on site through the duration of the event. There may also be additional administration hours charged to cover the time processing the permit. This will apply to canceled events also.)*

**Commercial Photography**  
Commercial Still Photography \$325.00 per day  
Commercial Video Photography \$425.00 per day  
Commercial Movie \$1,025.00 per day

**Interpretive Center** \$250.00 per day

**Historic CRRNJ Train Terminal**  
CRRNJ Terminal Waiting Room \$3,500.00 per day  
CRRNJ Terminal Concourse \$2000.00 per day  
Paid Ticketed Event Five percent of all ticket sales

**Boat Docking** \$325.00 per trip

**Field Fee** \$400.00 per day per field

**Parking Lot**  
Per Reserved Parking Space \$7.00  
Per Parking Lot (excluding Paid Lots) \$500.00

**Paid Ticketed Concert Site** Five percent of ticket sales  
(\$10,000.00 minimum)

**C. INSURANCE**

- a. The applicant is required to provide satisfactory evidence of liability and property damage insurance in the amount designated by the State of New Jersey. The limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.
- b. The "State of New Jersey, DEP, Division of Parks and Forestry, Liberty State Park" will be named "Additionally Insured," on the policy.

**D. ADDITIONAL PERMITS**

- a. Applicant may be required to contact municipal, county, state or federal authorities. However, Liberty State Park will offer assistance in providing points of contact and information regarding the possible requirements by these offices.
- b. Examples of applicable permits include but are not limited to: Alcohol, Tax ID, Vendor Licensing and DCA – Tent, Fire or Electric.
- c. Copies of all permits must be provided to the LSP Special Events Coordinator.

**E. GENERAL**

- a. The applicant will comply with all Federal, State, Municipal, State Park Service and Liberty State Park laws, rules and regulations. Failure to comply may result in cancellation of the permit and denial of future Special Event Applications.
- b. Balloons are prohibited within the park.
- c. Applicant is responsible to maintain the site in a clean and sanitary fashion during the event.
- d. Site rental is “as is”. The applicant must provide all amenities, for example: chairs, tables, amplification equipment, etc.
- e. Permits, in whole or in part, are not transferable.
- f. Applicant must have a representative on site to direct deliveries and pick-ups, Liberty State Park will not accept nor be responsible for deliveries. Deliveries without applicant representation will be turned away.
- g. The applicant will not charge any fee for the use of the park to any individual or organization without the written approval of the Park Superintendent.
- h. Special Event Applications are considered on a first come, first served basis.
- i. Only one Special Event Application per site, per day, will be accepted. Second application will be asked to find another date or another site.
- j. The permitted area will be left in the same condition at the activities completion as it was before the activity. Applicant is responsible for all damage by its agents, contractors, and attendees.
- k. Requests for the exclusive use of specified areas must be made at time of application. Public thoroughfares must remain open at all times.

- l. Applicant must check in at the Administrative Office or with the assigned event liaison upon arrival and prior to any deliveries or set-up.
- m. Failure to respond to a request from LSP within 7 business days will result in termination of the application.

## **F. CRRNJ TRAIN TERMINAL**

*The Central Railroad of New Jersey (CRRNJ) Terminal is listed on both the State and National Register of Historic Places. Every appropriate action will be taken to protect the historic integrity and value of the structure.*

- a. All General Permit Guidelines apply to the CRRNJ Terminal. The CRRNJ Terminal guidelines apply to all commercial photography, special event and boat docking permit activities conducted at the Terminal.
- b. Nothing may be permanently adhered to the building surfaces. Only the following items are permitted to secure things to building surfaces: padded c-clamps, plastic wire ties, string, cloth covered wire and rope. The use of tape, nails, staples wire, etc. on the building surfaces is prohibited.
- c. Smoking is prohibited in the CRRNJ Terminal.
- d. Propane, gasoline and other combustibles are prohibited in the CRRNJ Terminal. Sterno and electric warmers are permitted with proper permits and prior approval.
- e. Cooking is prohibited in the CRRNJ Terminal. Food warming is permitted only in approved areas.
- f. No cooking or preparation of food in the Blue Comet Auditorium.
- g. Cleanup fees will be charged for non-compliance at the State Park personnel labor rate. Additional user fees will be assessed if cleanup and equipment removal are not completed by the load out time on the permit.
- h. Motor vehicles are prohibited in the CRRNJ Terminal including the Ferry Concourse, Terminal Plaza and Terminal Concourse.
- i. Any damage to the CRRNJ Terminal will be repaired according to the Secretary of the Interior's Standards for Rehabilitation at the applicant's expense.
- j. The applicant or authorized agent will not make any changes to the existing electrical service without prior approval from the Park Superintendent. All electrical hookups to temporary service boxes will be done by a licensed electrician, approved by the park, at the applicant's expense.
- k. Occupancy for the Terminal Waiting room is 400 seated with chairs and 1,400 standing.

- I. There will be staff fees charged for any removal of park items (furniture, stanchions, etc.) in any area of the terminal.

## **G. DISCLAIMERS**

- a. The permitted area may be unavailable for an event or a portion thereof because of fire, flood or other emergency over which Liberty State Park has no control. Liberty State Park, because of emergency may find it necessary to postpone, cancel or move event location. Liberty State Park will not be liable to indemnify or reimburse the applicant of any damage or loss arising because of such an emergency action.
- b. All Liberty State Park construction and capital improvement may take precedence over events. Although after an agreement is made with Liberty State Park to hold an event, Liberty State Park will not plan or conduct operations that would substantially hinder the operations of the event.
- c. Permits do not include rain dates

## **H. BOAT DOCKING**

- a. Designated docking facilities are for the loading and unloading of passengers only. Loading of supplies at the dock site is prohibited.
- b. Parking adjacent to docking facility is limited. Boat passenger parking is in designated parking areas only.
- c. Permit holders are responsible for checking the current status of the channel markers, water depth and lighting to insure that it is adequate for their vessel.
- d. The applicant is responsible for supplying all required passenger safety equipment, including but not limited to a gangplank.

## **I. COMMERCIAL PHOTOGRAPHY**

- a. Definitions:
  - i. **Movie** is defined as a major motion picture production.
  - ii. **Video** is all motion filming that is not a major motion picture production.
  - iii. **Still** is any single frame photography.
- b. For commercial photography only, and on a case-by-case basis as determined by LSP staff, the 30-day permit-signing deadline may be waived. This decision will be made based on complexity of event and available resources at the park.

- c. Permit conditions may require park personnel to be assigned to your shoot to provide for public safety and resource protection. We may not be able to accommodate changes. To ensure a successful shoot please submit a complete and accurate application in a timely manner.
- d. Applicant must provide a copy of final product for archive purposes.

## **J. BREAKING NEWS**

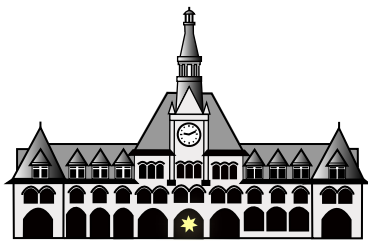
- a. Breaking News is defined as an unplanned currently occurring event.
- b. Prior to setup for a Breaking News Event the applicant must fill out a Breaking News Form at the Administrative Office.

## **K. FIRST AMENDMENT GUIDELINES**

The New Jersey State Park Service will allow public assemblies, meetings, demonstrations, religious activities and other public expressions of views conducted under the First Amendment of the U.S. Constitution in parks, in accordance with State Park Service regulations provided that a permit has been obtained from the Park Superintendent. To ensure public safety, protect park resources and avoid assigning the same time and location to two or more activities, the State Park Service may manage these activities by regulating the time, location, number of participants, use of facilities and number and types of equipment used, but not the content or message.

Locations within the park that are available for public assemblies and other First Amendment activities, including the distribution of printed matter, will be designated on a map by the Park Police Sergeant. When the State Park Service allows one group to use an area or facility for expressing views, it must allow all other groups a similar opportunity, if requested. No group wishing to assemble lawfully may be discriminated against or denied the right of assembly, provided that all applicable permit criteria and requirements are met. Whenever religious activities are conducted in parks, any State Park Service actions pertaining to them must reflect a clearly secular purpose, must have a primary effect that neither advances nor inhibits religion and must avoid excessive governmental entanglement with religion.

New Jersey State Park Service Staff on duty at an area in which a First Amendment activity is being conducted will be neutral toward the activity but will remain responsible for the protection of participants, spectators, private property, public property and park resources. On duty staff may not participate in the First Amendment activity. State Park employees exercising their First Amendment rights when off duty will not imply any Official State Park Service endorsement of the activity.



# Special Event Application

PERMIT:

## Liberty State Park

Morris Pesin Drive Jersey City, NJ 07305  
201.915.3401 201.915.3408 fax  
lspevents@verizon.net

*Please complete the following application and return it with the \$55.00 nonrefundable application fee to the Special Events Coordinator. If you have any questions, pertaining to the application, please contact our office for assistance. At Park discretion an additional Operations Plan may be required depending on complexity of event. Event is not approved until final permit is issued and signed by all parties.*

APPLICANT NAME \_\_\_\_\_

COMPANY / ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

CLIENT NAME \_\_\_\_\_

NAME / DESCRIPTION OF EVENT \_\_\_\_\_

DATE(S) AND TIME(S) OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_ ESTIMATED VEHICLES \_\_\_\_\_

*Please check Yes or No for the following questions*

ARE YOU FAMILIAR WITH THE SITE REQUESTED? Y ☐ N ☐

WILL THERE BE AN ADMISSION FEE FOR THE EVENT? Y ☐ N ☐

WILL ANY ITEMS BE SOLD AT THE EVENT? Y ☐ N ☐

WILL THE EVENT HAVE A CATERER? Y ☐ N ☐

WILL YOU HAVE A PRODUCTION / SPECIAL EVENT COMPANY Y ☐ N ☐

*Permit continues on next page*

DOES YOUR SPECIAL EVENT INCLUDE COMMERCIAL PHOTOGRAPHY?

Y ☐

N ☐

IF YES, IS THE SHOOT GOING TO BE:

STILL ☐

VIDEO ☐

MOVIE ☐

DOES YOUR SPECIAL EVENT INCLUDE A BOAT DOCKING?

☐ Y

☐ N

IF YES, PLEASE PROVIDE THE FOLLOWING:

NAME OF BOAT \_\_\_\_\_ LENGTH \_\_\_\_\_ DRAFT \_\_\_\_\_

DATE AND TIME BOAT ARRIVES TO DOCK \_\_\_\_\_

DATE AND TIME BOAT DEPARTS FROM DOCK \_\_\_\_\_

*In the space provided below give a brief description of your proposed special event and describe any special needs that you may have.*

*The applicant by his or her signature certifies that: 1. All the information given is correct. Giving false information will result in the denial or revocation of a permit. 2. All rules and regulations governing the use of Liberty State Park are understood and will be fully complied with by the applicant. 3. That the applicant, while using the facilities made available by the State of New Jersey, will not discriminate on the basis of race, color, religion, sex, national origin, age or disability.*

NAME OF APPLICANT \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_



## M. OPERATIONS PLAN

### Directions for submitting the Special Events Operations Plan:

*The Operations Plan is a planning document that organizes all the necessary elements for managing a special event at Liberty State Park. To help you write this operations plan, we have created a series of questions and separated them into 17 sections. Each question must be answered and placed in the appropriate section. If a section or question does not apply to your event, please put "N/A or Not Applicable". In addition to these questions, please provide us with as much information about your event as possible. The more information you provide us with initially, the faster we will be able to process your application and ultimately approve your special event.*

*This Operations Plan must be submitted electronically either as a "Word" or "PDF" document.*

### 1. SUMMARY

- 1.1. Provide a brief summary of your proposed event.
- 1.2. Important details to include are: type of event, location of event, dates, number of attendees, etc.

### 2. CONTACT INFORMATION

- 2.1. Primary Contact Name
- 2.2. Email Address
- 2.3. Cell Phone Number
- 2.4. Office Number
- 2.5. Fax Number

### 3. PROJECT SCHEDULE

- 3.1. The applicant shall submit a detailed schedule (date and times) of the setup, event, and breakdown. Include drop-offs and deliveries in schedule.
- 3.2. Set up will begin on what date and time.
- 3.3. Time your event staff will be on and off site each day.
- 3.4. If your event will involve multiple days, please give a detailed project schedule stating what time you will be on location and what time you will be off site each day.
- 3.5. Does your set-up or clean-up require park access before 6 am or after 10pm?
- 3.6. Will you need vehicle access to the site for set-up/ break-down?
- 3.7. Will there be any deliveries to Liberty State Park for this event?

**Note.** *Applicant must have a representative on site to direct deliveries/pickups for tents, portable restrooms, etc. LSP will not accept nor be responsible for deliveries. When arranging deliveries, be sure to include name of your event and contact person so that the delivery person knows whom to contact when they arrive.*

**4. LOCATION OF EVENT AND SITE MAP**

- 4.1. Please refer to the maps located in the "Special Event Package" document. Please use these maps to outline the area your event will take place.
- 4.2. Submit a detailed site plan (map) showing the layout of your event. Important details include: location of tents, staging, dumpsters, restroom facilities, generators, food areas, parking, transportation routes, and signage. Make sure you read through this entire document before finalizing your submission for this section.
- 4.3. Vehicular access for site set-up and deliveries is limited. Remote locations in the park may necessitate the need for non-motorized alternative ways of getting equipment and staff out to the site (ie. carts, hand trucks etc.). See attached map for designated access points for walkway and fields

**5. PERMIT DOCUMENTATION**

- 5.1. This section was developed to help you think about additional permits your event may require. These may include: Health and Safety, Department of Community Affairs (DCA) for fire, building or electric, Taxation, Gaming, Insurance, etc.
- 5.2. Will you be digging in the ground for any reasons? If yes please explain why.
- 5.3. If yes, you will need to submit a Health and Safety Plan- (please ask to see the Park's Health and Safety Plan for more information).
- 5.4. Will your event be putting up tents and need to put stakes in the ground?
- 5.5. If you answered yes to either digging or putting stakes in the ground you must contact "U Dig" for a utility mark-out. (1-800-272-1000). It is your responsibility to ensure the mark-out has taken place prior to any digging or placing of stakes.
- 5.6. Will you have any tents larger than 30'x 30' (900 sq ft total)?
- 5.7. If yes, you will need DCA fire inspection. Please call Division of Community Affairs (DCA) 609-633-6132.
- 5.8. Do your tents meet or exceed NFPA 102 requirements?
- 5.9. Will you be building any temporary equipment or structures on the site you are renting (for example, bleachers)?
- 5.10. If yes, please describe in detail what you propose to build. If possible please include any diagrams or building plans.
- 5.11. If no, please skip to section 5.13.
- 5.12. Please be advised that before approval is given, the park requires DCA review and approval of all plans for any temporary structures. Please contact 609-777-4521 for building permits.

**6. FOOD AND CONCESSIONS**

- 6.1. Use this section to provide a description of the food services your event plans to offer.
- 6.2. Will your event be serving food?
- 6.3. If yes, will you be charging money for food?
- 6.4. Will you be cooking on the premises?
- 6.5. What will you be using to cook / heat your food?
- 6.6. Where do you plan to set up your food area?

- 6.7. You will need to collect copies of Board of Health Certification from your vendors.
- 6.8. Will your event be selling non- food concessions?
- 6.9. If yes, what kind of concessions will you be selling?

**Note.** LSP has a contracted Concessionaire. If you are selling any concessions or have charged a ticket/entry fee and are giving out food or concessions you must contact the Park Concessionaire. They have the first right of refusal.

## 7. SANITARY SEWERAGE

- 7.1. Restroom facilities exist in certain areas and may be used.  
Once the number of attendees or use exceeds acceptable limits other facilities must be brought in at expense of applicant. Please note that water is not available in all locations.
- 7.2. How many people will be at your event?
- 7.3. How many port-a-johns will you be using?
- 7.4. How many ADA units will you be using (one ADA unit must be provided per every five units)?

USAGE CHART # of hours for the event										
# of People	1	2	3	4	5	6	7	8	9	10
0-500	2	3	3	4	4	4	4	4	4	5
1000	3	4	5	6	6	7	7	7	7	7
2000	5	8	10	11	12	13	13	14	14	14
3000	7	12	15	16	18	18	19	20	20	21
4000	10	16	19	22	24	25	25	27	27	28
5000	12	20	24	27	29	31	32	33	33	34
6000	14	24	28	33	35	37	37	39	41	41
7000	17	27	34	38	41	42	46	46	47	48
8000	20	32	38	44	48	49	50	51	53	54
10,000	24	39	47	54	58	62	64	66	67	68
15,000	37	57	70	81	87	92	94	99	102	104
20,000	48	77	95	107	115	120	127	131	133	136

- 7.5. Recommended Usage Chart for Large Events
- 7.6. What are the locations of the units? (Please place on the appropriate site map(s))
- 7.7. Who is providing the units?
- 7.8. When will they be dropped off?
- 7.9. When will they be picked up?
- 7.10. Are you planning on using park restrooms?
- 7.11. If yes, you may be assigned a park employee at the rate of \$55/hr for the duration of your event.
- 7.12. Will your event need water access?
- 7.13. If yes, you will be charged to have staff hook up to hydrants in the area.

## 8. SOLIDWASTE COLLECTION & DISPOSAL

- 8.1. We are not responsible for trash generated by your event. How will you be disposing the garbage your event creates?
- 8.2. Are you renting dumpsters?
- 8.3. If you answered no, please skip to question 8.8.
- 8.4. Who is the company?
- 8.5. What date will it be delivered?
- 8.6. What date will it be removed?
- 8.7. Please note the dumpster location on your site map.
- 8.8. If carrying out your own trash, please make sure you remove all garbage at end of visit. Any refuse that is left behind will result in fees for clean-up.

**Note.** *Applicants are responsible for maintaining the site in a clean and sanitary fashion throughout setup, event and breakdown.*

## 9. ELECTRICAL & LIGHTING

- 9.1. Will you need electricity for your event?
- 9.2. If no, please go to section 10.0.
- 9.3. Will you need more than a couple of standard house outlets? If yes, you will need to provide your own generators and the following information:
- 9.4. How many generators will you have? What is the size of the generators?
- 9.5. Where will they be located? Place your generators on the site map you submit.
- 9.6. Do you want to see about tapping into existing electrical service? If yes please contact the Special Event Coordinator for more information.

**Note.** *Electricity is not available in all locations, please ask for availability. Applicant will make no changes to the existing electrical service without prior approval from the Park Superintendent. All electrical connections to temporary service boxes will be done by licensed electricians, approved by the Park at the applicant's expense.*

## 10. SIGNAGE

- 10.1. Will you be posting any signs for this event?
- 10.2. If yes, you will need to fill out a sign map and submit it. Please refer to the maps located in the "Special Event Package".
- 10.3. It is your responsibility to remove all signage at the end of the event. Failure to do so will result in a clean-up fee of \$25.00 per sign.

**Note.** *Directional, informational and advertisement signage is the responsibility of the applicant. All signage must be freestanding. No tape, staples, nails, tacks etc are to be used to affix signs to LSP structures.*

## 11. SECURITY

- 11.1. All security plans must be coordinated and reviewed by the Park Sergeant. A security plan will be a required part of large event planning, however it may be finalized at a later date. Please check with the Special Event Coordinator to see if your event requires a security plan.
- 11.2. Do you believe your event will have a need for security personnel?
- 11.3. If no, please skip to question 12.0.
- 11.4. If yes, please detail your security needs.
- 11.5. Will you have any overnight storage or security needs?
- 11.6. Any overnight security detail must include a State Park Police officer at the \$55/hr rate.
- 11.7. Event conditions may require Park personnel to be assigned to your event to provide for public safety and resource protection at the expense of the applicant for \$55/hr.

**Note.** *State Park Police have jurisdiction in Liberty State Park. All security must be unarmed and licensed /bonded. Due to safety reasons, neither on duty nor off duty police officers from outside jurisdictions are permitted to work as security within Liberty State Park.*

## 12. COMMUNICATIONS

- 12.1. Will your event be communicating with the use of portable radios?
- 12.2. If yes, your park contact must be provided with a radio for the duration of the event.

**Note.** The applicant is responsible for providing proper communication between itself and Park officials. You must provide one on-site contact (including cell phone number) for each day you are on LSP premises. This agent will be the only authorized liaison between the event and LSP staff. If your event has LSP staff assigned, this person will be your primary contact on the day of your event. All communications will go through this person.

## 13. TRANSPORTATION & PARKING

- 13.1. The Transportation Plan must include diagrams of all traffic routes that will be used by the event. This includes but is not limited to shuttle routes, routes for walk-a-thons or runs, and drop-off and loading areas. Have you included the Transportation and Parking Plan on your site map?
- 13.2. Any vehicular access for site set-up and deliveries is limited. Remote locations in the park may necessitate the need for non motorized alternative ways of getting equipment and staff out to the site. See attached map for designated access points for walkway and fields.
- 13.3. Will you have need to use any non-public roads (this includes but is not limited to paths, service roads, sidewalks, etc.) they need to be pre-approved and marked on the Transportation and Parking Map. If you do not have prior permission park staff on site will not make changes to the permit on the day of the event.

- 13.4. Parking is extremely limited at Liberty State Park. The Transportation and Parking Plan will be heavily scrutinized during this stage of the permitting process. Please be very concise and provide additional information if necessary.
- 13.5. Total number of attendees to the event?
- 13.6. How will attendees get to the event?
- |             |                              |
|-------------|------------------------------|
| Walk        | Quantity and overall percent |
| Light Rail  | Quantity and overall percent |
| Ferry       | Quantity and overall percent |
| Bus/Shuttle | Quantity and overall percent |
| Car         | Quantity and overall percent |
| Other       | Quantity and overall percent |
- 13.7. What are you basing your reply to question 13.6 on?
- 13.8. How many parking spots are you proposing to be used in each location (place on map you submit)? Numbers next to each parking lot indicate total numbers of spots and is given for information purposes only. We will not allow all Park parking spaces to be used for event parking because parking for the public must be maintained.
- |  |                              |
|--|------------------------------|
| Ferry Lot  | 900 spaces and is a paid lot |
| LSC Lot  | 700                          |
| Light Rail Lot   | 1200**                       |
| (**Administered by NJ Transit, please check with them for availability and cost: NJ Transit: 973-491-7554) |                              |
| Sundial Lot  | 228                          |
| Base Lot   | 385                          |
| 2-Hour Lot   | 120                          |
| IC Lot   | 85                           |
| Green Park Lot   | 170                          |
- 13.9. Will your event need off site parking?
- 13.10. If yes, please include the locations of each off site area, number of parking spaces available for your event, and how you plan to get attendees to and from these lots.?
- 13.11. Will there be a shuttle?
- 13.12. If yes, what is the route of the shuttle (include in transportation plan on park map)?
- 13.13. Will you provide a shuttle to move public park patrons who are affected by the parking demands of your event?
- 13.14. How many staff will be working the event? Will you be hiring any other companies to work with? If so, whom and what will they be doing?
- 13.15. Where will your staff park?
- 13.16. Are there any other transportation parking concerns we should be made aware of?
- 13.17. How will your attendees be advised of the transportation route and parking locations?
- Note.** Applicant may be required to hire a professional parking company and bus/shuttle service at their expense. Professional parking company may not direct traffic on park roads. Only State Park Police may direct traffic on park roads.

#### 14. MEDICAL & EMERGENCY

- 14.1. Will your event have emergency medical staff on site?
- 14.2. If yes, please provide us with a copy and list of what arrangements have been made and with whom.
- 14.3. The event site shall provide a network of access points and paths that will be kept clear at all times for service and emergency vehicles.

**15. FIRE SAFETY**

- 15.1. Have you made / taken the proper precautions so that no flammable or volatile liquids or materials shall be stored in or adjacent to the area of the event, and that adequate fire fighting equipment is available to protect the life and health of the people attending the event.?
- 15.2. Will your event be cooking, heating or storing flammable /volatile liquids on site or adjacent to the event?
- 15.3. If yes, you are responsible for acquiring all needed DCA permits for cooking, temporary heating, etc. Please see section 5.7 for contact information for DCA.

**16. SITE RESTORATION**

- 16.1. Will your event leave a physical impact on the park that will require restoration work? If yes, what are the anticipated impacts? What is your plan to remedy these impacts? What is the anticipated timeline?
- 16.2. You are responsible for complete site restoration. If you fail to restore the site to its previous condition or better, you will be responsible for the labor and materials used to restore the site after you leave.
- 16.3. On what date and time will the final site inspection take place?

**Note.** *The applicant will submit detailed plans for site restoration and final clean up of the event site. The site will be restored to the condition or better condition as the site was found. A final site inspection is required at completion of site restoration.*

**17. SPECIAL REQUESTS**

- 17.1. Does your event have any special requests that fall outside the suggestions of this document?
- 17.2. If yes, please use this section to outline your request to the best of your ability.

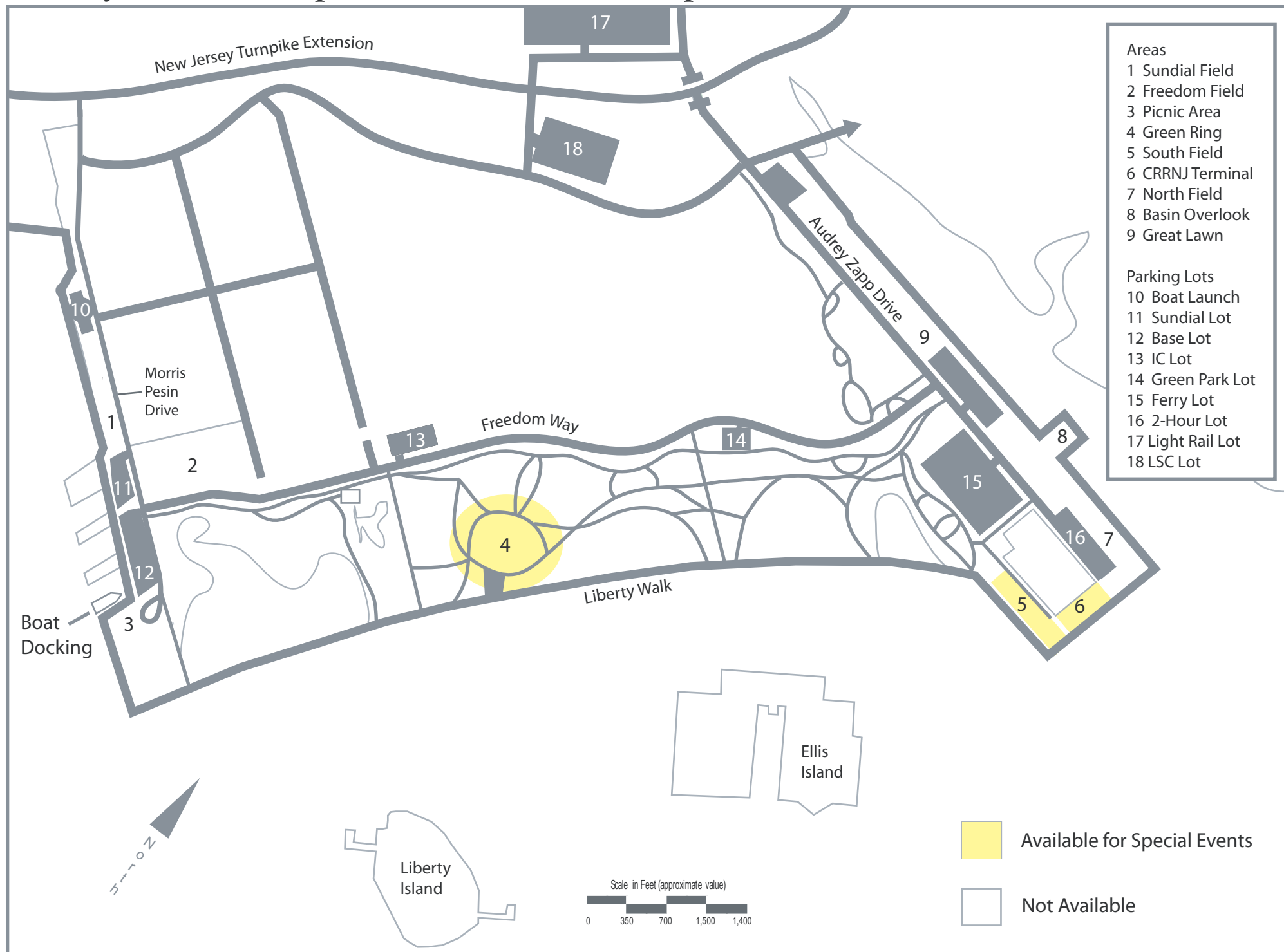
**N. APPEAL PROCESS**

If an applicant's permit is rejected for any reason by the Superintendent of Liberty State Park, and the applicant wishes to appeal the decision they may do so. As per Executive Order #138 signed by Acting Governor Donald T. DiFrancesco the Department of Environmental Protection is the only agency that may authorize, approve and schedule events within Liberty State Park. All written appeals will be heard by the Regional Superintendent.

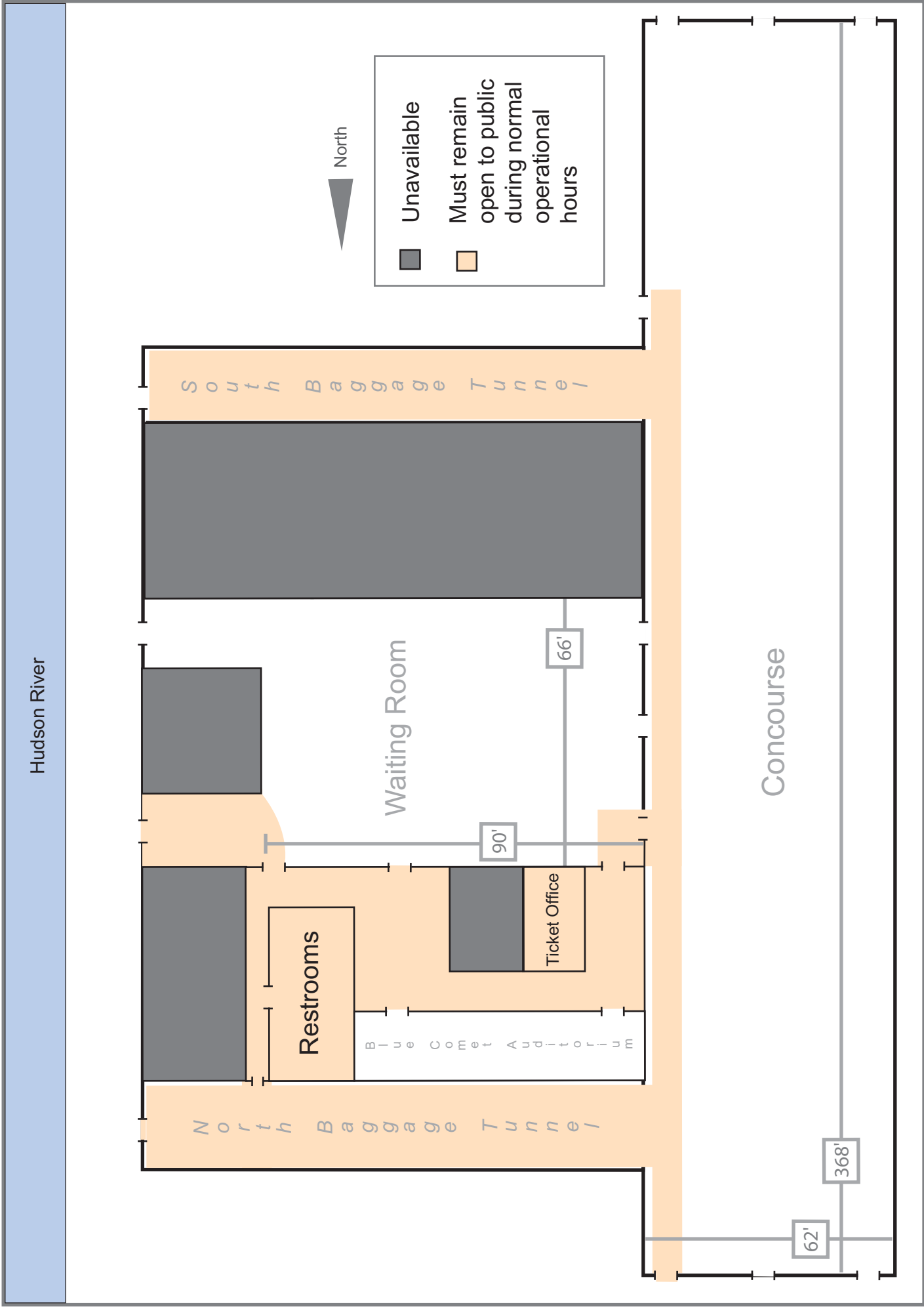
**O. MAPS**

SEE NEXT PAGES.

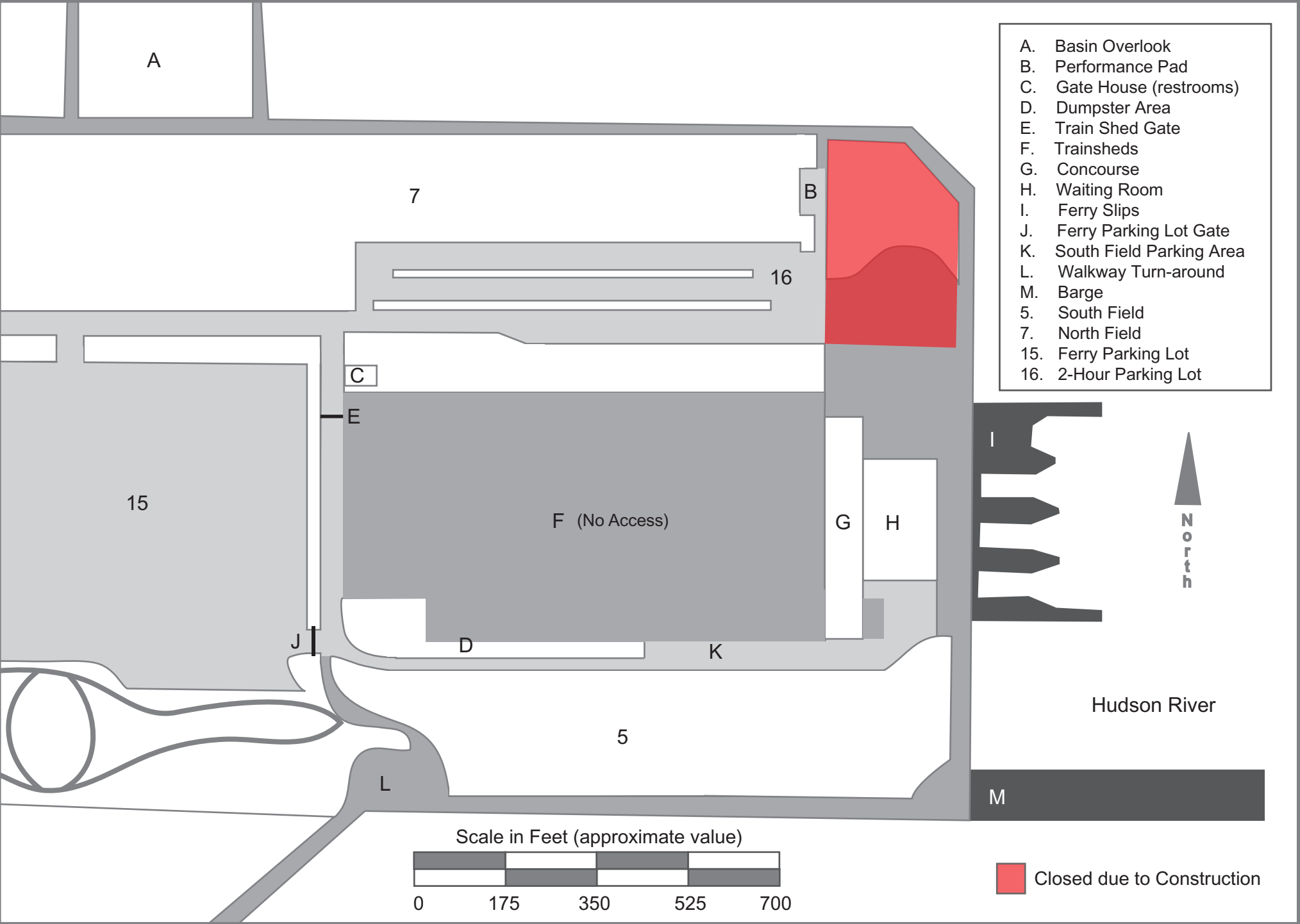
# Liberty State Park Special Events Guide Map



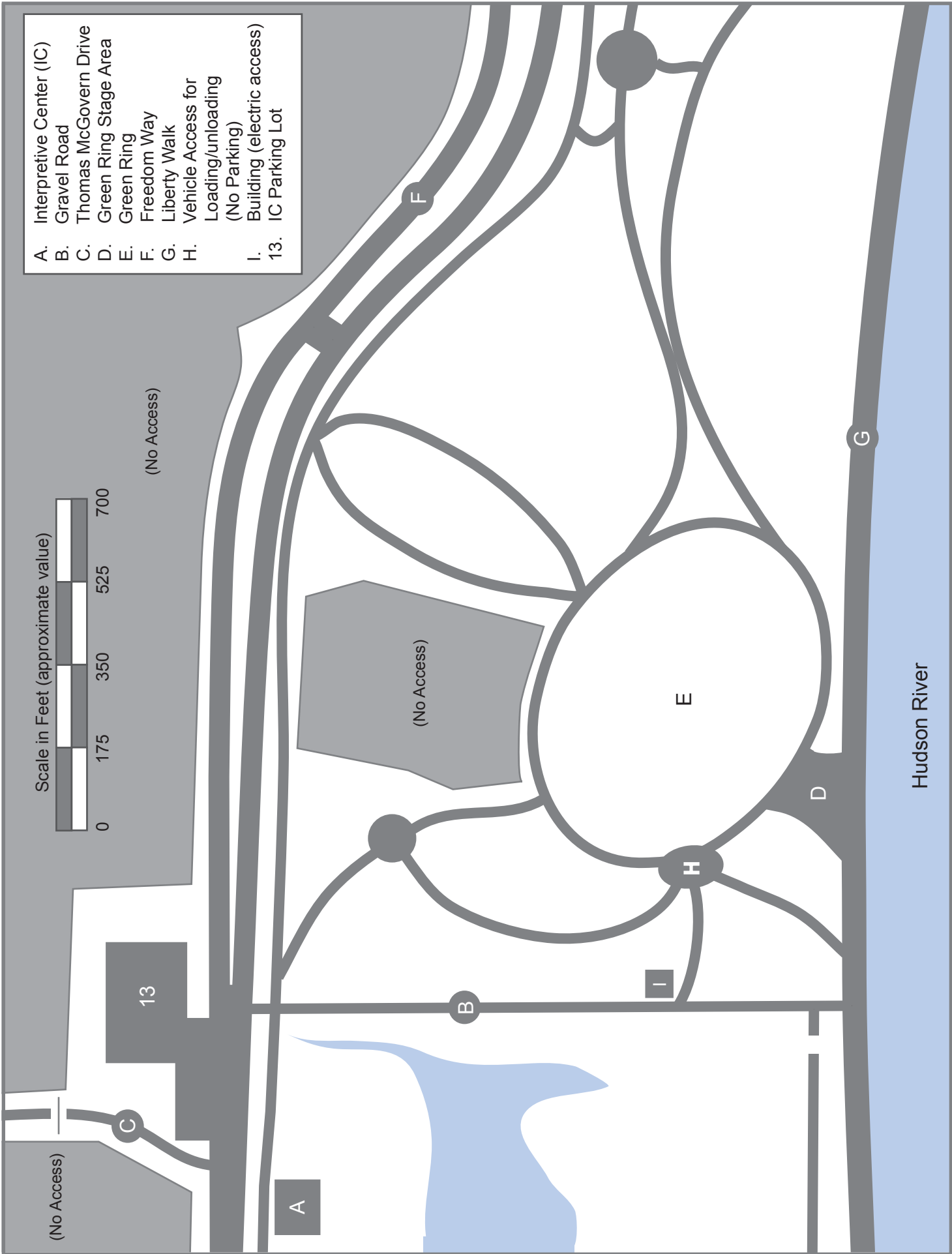
# Central Railroad of New Jersey (CRRNJ) Terminal Diagram



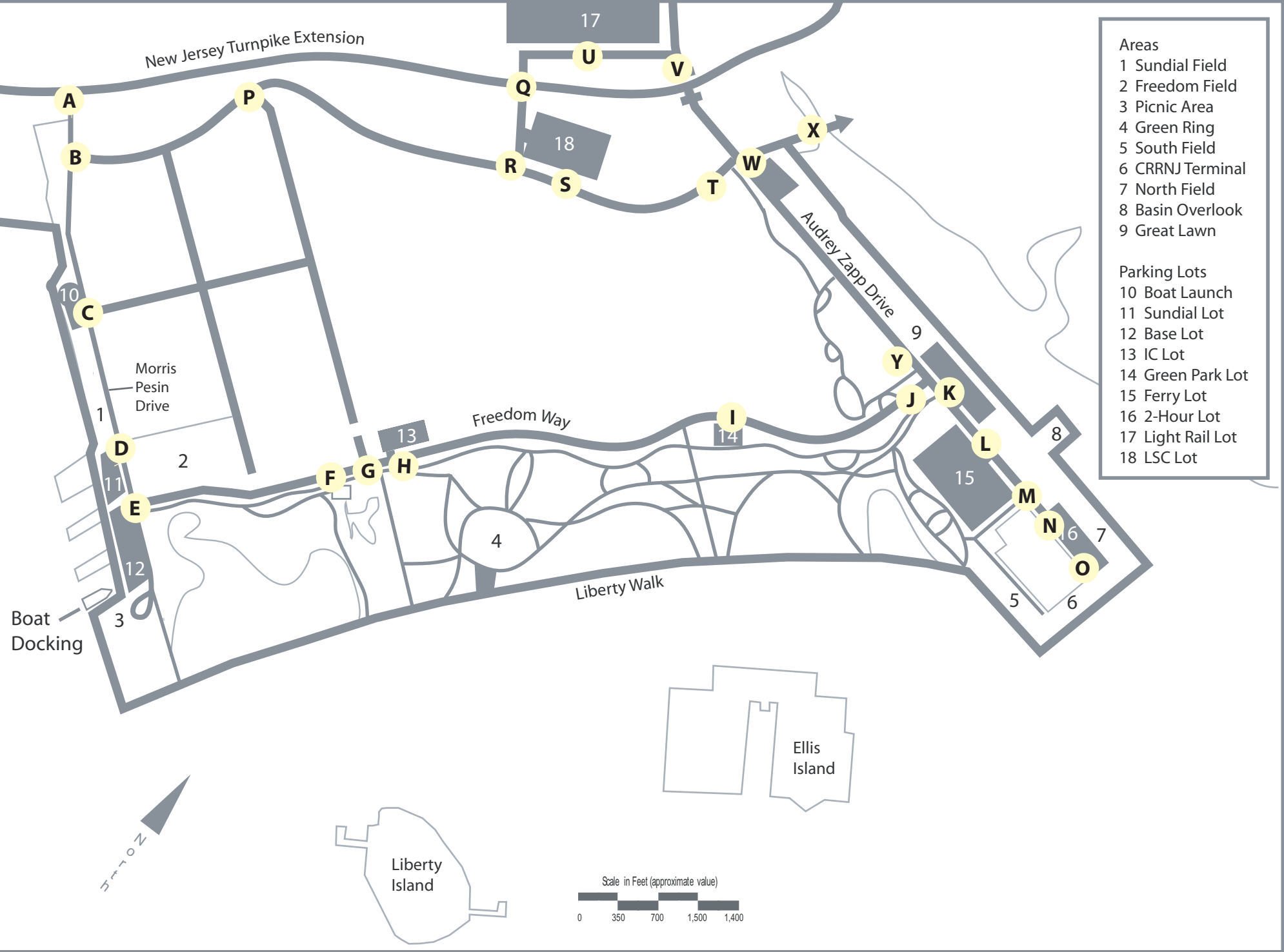
# CRRNJ Terminal with North and South Field



# Green Ring Area



# Sign Map









Name of Event

Sign Details

Date

<div>Sign</div> <div>A</div>	<div>Direction of Arrow</div>	<div>Sign</div> <div>B</div>	<div>Direction of Arrow</div>	<div>Sign</div> <div>C</div>	<div>Direction of Arrow</div>	<div>Sign</div> <div>D</div>	<div>Direction of Arrow</div>
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